



Demolition of a Structure

CITY OF ALAMEDA - PLANNING & BUILDING
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These are general guidelines for documents which are normally required to apply for permits related to the demolition of a structure. This guideline is applicable when completely removing a structure, partially demolishing of a structure, replacing an existing structure with a new structure or replacing an existing structure with open space. Check at the Permit Center counter to verify which of these submittal documents apply to your specific project.

1. Determine if the structure was constructed prior to 1942. If it was, the applicant will have to apply to the Historical Advisory Board (HAB) for permission to demolish the structure. The application must be submitted to the City of Alameda Permit Center. After receiving approval from the HAB, the applicant can proceed to the next step.
2. The applicant must fill out and mail the applicable Bay Area Air Quality Management District (BAAQMD) notification form attached to this document. Upon approval, BAAQMD will send you a letter providing you with a J#. This letter must be presented to the Permit Center when you apply for the demolition permit.
3. The applicant must apply for a demolition and, if applicable, sewer abandonment permit.
4. After the Permit Application is approved by the Planning Department, the plumbing permit is issued first for the sewer abandonment. Applicant caps sewer and abandons all utilities. (Utility companies are called to remove their meters and equipment.) All private utilities are removed at this time. When the inspector comes out to inspect the sewer abandonment, they will check to make sure the utilities are disconnected. The sewer abandonment will not be finalized until all the utilities are disconnected. After the sewer abandonment is finalized, the applicant brings the signed "Job Card" to the Planning & Building Department (Permit Center) so that the demolition permit can be issued.
5. The applicant can now perform the proposed demolition work.
6. After the lot is cleaned, the applicant calls for a final building inspection.

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Asbestos – Frequently Asked Questions

What is asbestos?

Asbestos is a naturally-occurring mineral. Chrysotile (white asbestos) is the type most commonly used in structural applications. Asbestos is heat resistant, very strong, and has remarkable insulating properties, making it a desirable material in construction.

What are the health effects of asbestos exposure?

There are three exposure routes for asbestos fibers:

1. Inhalation via the respiratory system
2. Ingestion via the mouth associated with asbestos fibers in drinking water
3. Skin contact

Asbestos has been known to cause a number of disabling and fatal diseases such as asbestosis, lung cancer, mesothelioma and pleural plaques. There is no safe level of exposure to asbestos; therefore, all exposure to asbestos should be avoided.

The building department requires a District job number J#) prior to structural demolition. What is a job number?

Because asbestos has been used in many structural applications, District Regulation 11-2-401.3 requires that for every demolition or for every renovation involving the removal of 100 sq ft/lin ft or greater of Regulated Asbestos Containing Material (RACM), a notification must be made to the BAAQMD at least 10 working days prior to commencement of demolition/renovation. For

residential buildings of four or fewer dwelling units, 72 hour prior notification is acceptable with the payment of an additional fee (see schedule below).

The District provides a form to use for notification of the two types of jobs. To obtain a Demolition or Renovation form, download it or call BAAQMD staff at (415) 749-4762. Information obtained from the form is stored and a job number (J#) is assigned to each demolition or renovation job that is notified. The J# is proof that the notification requirements of District Regulation 11-2 have been met. This information then allows BAAQMD staff to conduct an inspection to determine compliance with all other requirements of Regulation 11-2.

What is the difference between demolition/renovation?

BAAQMD Regulation 11, Rule 2 defines demolition as the wrecking, dismantling or intentional burning of a structure. Renovation is the removal of Regulated Asbestos Containing Material (RACM).

Is there a fee associated with a job number (J#)?

Yes. District Regulation 3, Schedule L imposes a fee as authorized by the California Health & Safety Code.

How do I know if there is asbestos in the structure I want to demolish or renovate?

Regulation 11-2-303.8 requires that a survey be performed prior to demolition to determine the presence of RACM. The person who performs the survey must be Cal-OSHA certified and must have taken and passed an EPA approved building course. In the case of residential buildings having four or fewer dwelling units, the owner/operator can sample and test suspected asbestos containing materials rather than hiring a certified consultant.

Where can I obtain a list of asbestos consultants/technicians who are certified to perform these surveys?

This list can be obtained by calling the California Division of Occupational Safety and Health at 916-574-2993 or going to their web site: www.dir.ca.gov/DOSH.

If there is no asbestos in the structure, do I still need to notify the BAAQMD of the demolition of the structure?

Yes. BAAQMD Regulation 11-2-401.3 requires that notification of demolition must be made to the BAAQMD even if there is no asbestos present.

Where can I obtain an asbestos Renovation or Demolition notification form?

To obtain a Demolition or Renovation notification form, download it or call BAAQMD staff at (415) 749-4762.

Where is asbestos typically found in a structure and how can I be certain asbestos is present?

Asbestos can be found in various locations throughout a structure. Some examples include, but are not limited to acoustic ceilings, taping mud on sheet rock, plaster, flooring, heating ducts, stucco, flue pipes, pipe lagging, and roofing. To determine the presence of asbestos, a sample must be taken to a laboratory and tested using polarized light microscopy (PLM) as the testing methodology.

Can a homeowner remove asbestos?

Yes. However, if the asbestos is determined to be RACM, the homeowner must comply with the removal, disposal and administrative requirements contained in BAAQMD Regulation 11, Rule 2. It is very difficult for a homeowner to set up a containment area or to comply with the HEPA exhaust requirements.

What is Regulated Asbestos Containing Material (RACM)?

Regulated Asbestos Containing Material (RACM) is defined in BAAQMD Regulation 11, Rule 2 as asbestos which is friable and contains greater than 1% asbestos. Friable asbestos is asbestos which can be crushed, crumbled or pulverized using simple hand pressure when dry. Non-friable asbestos containing materials containing greater than 1% asbestos are also considered to be RACM if they are subjected to sanding, drilling, grinding, cutting, abrading or may be crumbled, pulverized, or reduced to powder during the course of demolition or renovation.

Does asbestos have to be removed?

No. If it is in good condition and is not being disturbed, it is best to leave it undisturbed. In order for asbestos to be a health hazard, it must be released from the product into the air people breathe.

Does my contractor have to be licensed to remove asbestos?

The California State Contractors Board requires that a contractor have a valid, current contractors license and certificate for asbestos abatement work. To view the Cal/OSHA webpage that discusses choosing a contractor, and the Cal/OSHA and U.S. EPA compliance history database at: www.osha.gov/oshstats/.



RENOVATION REGULATION 11, Rule 2

Notification Form

For Office Use Only

J# _____
I# _____

Site of Renovation

Notification must be submitted with payment

Site Address: _____ Cross Street: _____
City: _____ Zip: _____ Phone () _____
Owner/Operator _____ Specific Location: _____
Check One: ☐ Single-Family Dwelling ☐ Owner-occupied Condominium ☐ Multifamily Dwelling ☐ Commercial ☐ Govt Bldg ☐ School

Contractor/Individual Performing Renovation

Name: Company/Individual _____ Contact: _____
Mailing Address: _____
City: _____ Zip: _____ Phone: () _____
Have you previously submitted notifications for other sites? ☐ Yes ☐ No

Description of Renovation

☐ Renovation ☐ Planned Renovation (attach work schedule) ☐ Cumulative Renovations (each < 100 sq or lin ft).
Material Description: _____
Method(s) of Removal: * _____
Total removal amounts ** of friable asbestos material only: _____ lin ft OR _____ sq ft OR _____ cu ft

* If method is Dry Removal, attach a letter to this form requesting conditional approval for dry removal. (Dry removal includes, but is not limited to, shot/bead blasting of mastic.)

** Indicate how much of this, if any, involves dry, bead blast, or shot-blast removal: _____

Dates of Renovation: (Actual dates must be entered, "ASAP" or "Soon" will be rejected.)

Start Date: _____ Completion Date: _____ ☐ Weekend Work ☐ Night Work (After 5 PM)

Waste Transporter Information

Disposal Site Information

Name: _____ EPA ID# _____
Address _____
City _____ Zip: _____
Contact: _____ Phone () _____

Landfill Name: _____
Address: _____
City: _____
State: _____ Zip: _____

Emergency Renovation Only

Date of Emergency: _____ Time: _____ Description of event and an explanation of how the event has caused unsafe conditions or would cause equipment damage: _____

Form Preparation Information

This form prepared by: _____ Title: _____
Name: Company/Individual _____ Phone: () _____
Address: _____ City: _____ State: _____ Zip: _____

See Page Two to Complete This Form

Required Information

Payment must be received before J# will be assigned. See Schedule L of Regulation 3 for appropriate fees.

Payment type: ☐ Cash ☐ Check ☐ Money Order ☐ Credit Card (Visa, MasterCard Only)
(payments, other than credit card payment, must be mailed or delivered to: 939 Ellis St., San Francisco, CA 94109)

I certify that an individual trained in the provisions of Regulation 11, Rule 2, will be on site during the renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.

Signature of Contractor or Person Performing Renovation: _____

I certify that the above information is correct and that I will comply with all of the requirements of the BAAQMD's regulations, as well as all other applicable federal, state and local requirements.

Signature of Contractor or Person Performing Renovation: _____

GENERAL INFORMATION

- ♦ This notification form shall be used to notify the BAAQMD of asbestos removal (**renovation**) operation only. Notification is required for each renovation where the amount of Regulated Asbestos-Containing Material (RACM) is greater than or equal to 100 square/linear feet, or for any dry removal. All boxes must be completed. Appropriate fee payment must accompany each notification. Notifications may be faxed to (415) 749-4658, but job numbers will not be issued unless accompanied by a valid credit card authorization or until a valid check, cashier's check or money order for applicable fees is received.
- ♦ Notification shall be provided to the District at least 10 working days prior to commencement of renovation, or as early as possible prior to commencement of emergency renovation. The notification period will not start until a complete notification is submitted.
- ♦ An Acknowledgement Letter is mailed to the contractor/individual listed within 3 days of receipt of a complete notification. This should be checked for accuracy of data.
- ♦ If the job is postponed or cancelled, the District **must** be notified by a revision; the Acknowledgement Letter should be used to fax or mail the revision information. When cancelled, a cancellation fee will apply.
- ♦ For specific "Emergency" conditions, the 10 working day period will be waived. Notification must be made by fax and the job number will be issued if accompanied by a valid credit card authorization form, or a faxed copy of a valid check or money order.
- ♦ For residential structures with 4 or fewer units, the 10 working day period may be reduced to 72 hours for an additional fee.

INSTRUCTIONS

- ♦ **SPECIFIC LOCATION OF PROJECT:** Identify where the renovation is taking place if the site contains more than one building, or if the building has multiple floors.
- ♦ **START AND COMPLETION DATES:** The start date is the date on which removal commences. Any revision to the start or completion dates must be submitted prior to the previously notified date(s). Under no circumstances may the revised start date be earlier than the 10th working day following the postmark or fax date of the original notification. If the start date is unknown, enter an estimated start date and revise the notification when the actual start date is known, but not later than the estimated start date.
- ♦ **MATERIAL DESCRIPTION:** Indicate the type of RACM being removed, e.g., pipe lagging, acoustical ceiling, thermal system insulation, asbestos insulated heating ducts.
- ♦ **METHODS OF REMOVAL:** Indicate the methods and procedures you will use to comply with the standards in Reg. 11-2. If the method involves dry removal, follow the instructions on the form.
- ♦ **REMOVAL AMOUNT:** Indicate the amount of RACM to be removed. If the job involves wet and dry removal, indicate the total for both. Indicate how much of this total amount involves dry removal on the line marked **. Non-friable asbestos removal is exempt from notification unless it is made friable during renovation activity.
- ♦ **DISPOSAL SITE INFORMATION:** Indicate the name of the disposal site where the RACM will be deposited.
- ♦ **WASTE TRANSPORTER INFORMATION:** Indicate the name of the transporter of RACM. The State of California considers RACM a hazardous waste, therefore, a contractor is required to obtain an EPA number (ID#) to qualify as a waste hauler.

FEES APPLICABLE TO RENOVATION OPERATIONS (FROM REGULATION 3, SCHEDULE L)

Asbestos removals **conducted at a single family dwelling** or **owner-occupied condominium** are subject to the following fees:

OPERATION FEE:	\$110	for amounts 100 to 500 square feet or linear feet.
	\$408	for amounts 501 square feet or linear feet to 1000 square feet or linear feet.
	\$593	for amounts 1001 square feet or linear feet to 2000 square feet or linear feet.
	\$815	for amounts greater than 2000 square feet or linear feet.

Cancellation: \$53 of above amounts non-refundable, for notification processing.

Asbestos removals **conducted at a single family dwelling or multiple family dwelling with four or fewer units with 72 hours instead of 10 working days prior notice (excluding emergencies)** are allowed upon payment of the following **additional** fee:

OPERATION FEE: \$371

Asbestos removals, **other than those conducted at single-family dwellings** or **owner-occupied condominiums**, are subject to the following fees:

OPERATION FEE:	\$314	for amounts 100 to 159 square feet or 100 to 259 linear feet or up to 35 cubic feet.
	\$453	for amounts 160 square feet or 260 linear feet to 500 square or linear feet or greater than 35 cubic feet.
	\$659	for amounts 501 square feet or linear feet to 1000 square feet or linear feet.
	\$972	for amounts 1001 square feet or linear feet to 2500 square feet or linear feet.
	\$1386	for amounts 2501 square feet or linear feet to 5000 square feet or linear feet.
	\$1903	for amounts 5001 square feet or linear feet to 10000 square feet or linear feet.
	\$2421	for amounts greater than 10000 square feet or linear feet.

Cancellation: \$149 of above amounts non-refundable, for notification processing.

Floor mastic removal using mechanical buffers and solvent is subject to the following fee:

OPERATION FEE: \$223 for 100 square feet or more

Cancellation: \$53 or \$149 of above amount non-refundable for notification processing

CREDIT CARD PAYMENT FORM

(Visa and Mastercard ONLY)

for Demolition and Asbestos Job Notifications Use Only

For multiple notifications, please use a separate form for each job

Refer to **Regulation 3, Schedule L** for Fees

Site Address _____

City _____ Zip _____

Project Description:

Demolition _____ Amount Paid \$ _____

Renovation _____ Amount Paid \$ _____

Removal Amount (of regulated asbestos):

_____ lin ft _____ sq ft _____ cu ft

FOR ADMIN USE ONLY:

Authorization # _____
Date _____

Invoice # _____
Job # _____

PAYMENT TYPE:

Master Card ☐

VISA ☐

Name _____

Company Name _____

Card No. _____ Expiration Date _____

CVV2 _____ 3 digit code on reverse side of card

Billing Address Zip Code _____



DEMOLITION REGULATION 11, Rule 2

Notification Form

For Office Use Only

J# _____
I# _____

Site of Demolition

Site Address: _____	Cross Street: _____
City: _____	Zip: _____
Owner/Operator _____	Phone () _____
Specific Location of Project within Building/Address: _____	
Check One: <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Commercial <input type="checkbox"/> Multifamily Dwelling <input type="checkbox"/> Govt Bldg <input type="checkbox"/> School	

Contractor/Individual Performing Demolition

Name: Company/Individual _____	Contact: _____
Mailing Address: _____	
City: _____	Zip: _____ Phone: () _____
Have you previously submitted notifications for other sites? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Description of Demolition

Is this Demolition by Fire for Fire Training purposes?	<input type="checkbox"/> yes	<input type="checkbox"/> No
Is this Demolition ordered by a Government Agency? (Emergency only – attach copy of order)	<input type="checkbox"/> yes	<input type="checkbox"/> No
If not Demolition for Fire Training, check applicable method:		
<input type="checkbox"/> Heavy Equipment	<input type="checkbox"/> Implosion	<input type="checkbox"/> By Hand <input type="checkbox"/> Other _____
Dates of Demolition: (Actual dates must be entered, "ASAP" or "SOON" will be rejected.)		
Start: _____	Completion: _____	<input type="checkbox"/> Weekend Work? <input type="checkbox"/> Night Work (After 5 PM)?

Asbestos Survey Report

Name of company that conducted survey: _____	
Address: _____	
City: _____	Zip: _____ Phone: () _____
Name of person who completed the survey: _____ CAC/SST #: _____	
Is /was asbestos present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who will remove/has removed prior to demo? _____	

Form Preparation Information

This form prepared by: _____	Title: _____
Name: Company/Individual _____	Phone: () _____
Address: _____	City: _____ State: _____ Zip: _____

See Page Two to Complete This Form

Required Information

Payment must be received before J# will be assigned. See Schedule L of Regulation 3 for appropriate fees.

Payment type: ☐ Check ☐ Cashier's Check ☐ Money Order ☐ Credit Card (Visa, MasterCard Only)
(payments, other than credit card payment, must be mailed or delivered to: 939 Ellis St., San Francisco, CA 94109)

I certify that the above information is correct and that I will comply with all of the requirements of the BAAQMD's regulations, as well as all other applicable federal, state and local requirements.

Signature of Contractor or Person Performing Demolition: _____

Form: Demo-052108

GENERAL INFORMATION

- ♦ This notification form shall be used to notify the BAAQMD of a **demolition** operation only. Notification is required for every demolition. All boxes must be completed. Appropriate fee payment must accompany each notification. Notifications may be faxed to (415) 749-4658, but job numbers will not be issued unless accompanied by a valid credit card authorization or until a valid check, cashier's check or money order for applicable fees is received.
- ♦ Notification shall be provided to the District at least 10 working days prior to commencement of demolition, or as early as possible prior to commencement of emergency demolition. The notification period will not start until a complete notification is submitted (see above).
- ♦ An Acknowledgement Letter is mailed to the contractor/person listed within 3 days of receipt of a complete notification. This should be checked for accuracy of data.
- ♦ If the job is postponed or cancelled, the District **must** be notified of a revision; the Acknowledgement Letter should be used to fax or mail the revision information. When cancelled, a cancellation fee will apply.
- ♦ For specifically-defined "Emergency" conditions, the 10 working day period will be waived. Notification must be made by fax, and the job number will be issued if accompanied with a faxed copy of a valid check, cashier's check or money order.
- ♦ For 4 or fewer unit residences, the 10 working day period may be reduced to 72 hours for an additional fee.

INSTRUCTIONS

- ♦ **SPECIFIC LOCATION OF PROJECT:** Identify where the demolition is taking place if the site contains more than one building.
- ♦ **START AND COMPLETION DATES:** The start date is the date on which demolition of the facility or structure commences. Any revision to the start or completion dates must be submitted prior to the previously notified date(s). Under no circumstances may the revised start date be earlier than the 10th working day following the postmark or fax date of the original notification. If the start date is unknown, enter an estimated start date and revise the notification when the actual start date is known, but not later than the estimated start date.
- ♦ **FIRE TRAINING:** Reg. 11-2-206 includes "intentional burning" in the definition of demolition. Notification is required, the 10 working day requirement must be met and all Asbestos-Containing Material (ACM) >1% must be removed prior to fire training. The District's Open Burning Notification form must also be filed and the applicable requirements of Regulation 5 must be met.
- ♦ **SURVEY REPORT:** Provide information showing that prior to commencement of the demolition, a survey was performed to determine the presence of Regulated ACM (RACM). Indicate if there was/was not suspected ACM.
- ♦ **GOVERNMENT ORDERED DEMOLITION:** If an "Emergency" demolition (see above) is the result of a state or local agency declaring the building a public nuisance or structurally unsound and in danger of imminent collapse, a copy of the written order must accompany this notification.

FEES APPLICABLE TO DEMOLITION OPERATIONS (FROM REGULATION 3, SCHEDULE L)

Demolition **conducted at a single family dwelling** is subject to the following fee:

OPERATION FEE: \$53

Cancellation: \$53 (100% of fee) non-refundable, for notification processing.

Demolition **conducted at a single family dwelling or multiple family dwelling with four or fewer units with 72 hours instead of 10 days prior notice (excluding emergencies)** is allowed upon payment of the following **additional** fee:

OPERATION FEE: \$371

Demolition, **other than those conducted at a single family dwelling**, is subject to the following fee:

OPERATION FEE: \$223

Cancellation: \$149 of above amount non-refundable for notification processing.

Demolition conducted for the purpose of **fire training** is exempt from fee.

SURVEY REQUIREMENTS FOR DEMOLITION OPERATION (FROM REGULATION 11, RULE 2)

303.8 Surveys: Except for ordered demolitions, prior to commencement of any demolition or renovation, the owner or operator shall thoroughly survey the affected structure or portion thereof for the presence of asbestos-containing material, including Category I and Category II nonfriable asbestos-containing material. The survey shall be performed by a person who is certified by the Division of Occupational Safety and Health, and who has taken and passed an EPA-approved Building Inspector course and who conforms to the procedures outlined in the course. The survey shall include sampling and the results of laboratory analysis of the asbestos content of all suspected asbestos-containing materials. This survey shall be made available, upon request by the APCO, prior to the commencement of any RACM removal or any demolition. This subsection shall not apply if the owner or operator asserts that the material to be renovated is RACM and will be handled in accordance with the provisions of Sections 11-2-303, 304 and 401. The requirement for certification by the Division of Occupational Safety and Health shall not apply to in-house health professionals within a specific nonasbestos related company who perform occasional surveys only for that company as part of their regular job responsibilities

8.1 When a structure, or portion thereof, is demolished under an ordered demolition, the survey must be done prior to, during, or after the demolition but prior to loading or removal of any demolition debris. If the debris contains regulated asbestos-containing material, all of the debris shall be treated as asbestos-containing waste material pursuant to Section 11-2-304.

8.2 For renovation or demolition of residential buildings having four or fewer dwelling units, a survey is not required. A sample and test of the material will be required only when any of the following will be removed or disturbed: heating, ventilation, air conditioning ducting and systems; acoustic ceiling material or acoustic plaster; textured or skim coated wall surfaces, cement siding or stucco, or resilient flooring. Where the material is found to contain greater than 1 percent asbestos and is friable, the material must be handled in accordance with Section 11-2-303.

CREDIT CARD PAYMENT FORM

(Visa and Mastercard ONLY)

for Demolition and Asbestos Job Notifications Use Only

For multiple notifications, please use a separate form for each job

Refer to **Regulation 3, Schedule L** for Fees

Site Address _____

City _____ Zip _____

Project Description:

Demolition _____ Amount Paid \$ _____

Renovation _____ Amount Paid \$ _____

Removal Amount (of regulated asbestos):

_____ lin ft _____ sq ft _____ cu ft

FOR ADMIN USE ONLY:

Authorization # _____
Date _____

Invoice # _____
Job # _____

PAYMENT TYPE:

Master Card ☐

VISA ☐

Name _____

Company Name _____

Card No. _____ Expiration Date _____

CVV2 _____ 3 digit code on reverse side of card

Billing Address Zip Code _____